

**CLARK COUNTY  
CLEAN WATER COMMISSION  
Meeting Notes**

Wednesday, November 7, 2001  
6:00 – 9:00 PM  
Clark County Public Works Department  
Conference Room  
4700 NE 78<sup>th</sup> Street  
Vancouver, Washington

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**Call to Order**

*Roll Call:*

Clark County Clean Water Commission Members Present

Robbie Agard, Willie Bourlet, Cal Ek, Dana Kemper, Mary Martin, Susan Rasmussen, Don Steinke, Art Stubbs, and Peter Tuck

Clark County Public Works Staff

Kelli Frost, Mark McCauley, and Earl Rowell

Clark County Auditor's Office Staff

Linda Bade, Linda Eki, and Greg Kimsey

*Introduction*

The members of the Clark County Clean Water Commission, Clark County staff, and Clark County Auditor's Office Staff, were introduced. Chair, Commissioner Kemper, then called the meeting to order.

*Agenda and material review*

The material for tonight's meeting include:

1. 11/07/01 Clark County Clean Water Commission meeting Agenda;
2. 10/03/01 Clark County Clean Water Commission meeting notes;
3. Summary of findings for Proposed Incentive No. 1;
4. Street Sweeping in Year 2000;
5. Surface Water Utility Benchmarking Results;
6. Preliminary Description of Current and Planned Monitoring Activities by Agency;
7. 10/31/01 CW Education Team Meeting Notes;
8. E-mail from Cindy Meats RE: Watershed Steward Program Questions;
9. Information from King County, Washington regarding Land/Water Stewardship Volunteer Program;
10. E-mail from Cindy Meats RE: Watershed Stewards Program; and
11. E-mail from Cindy Meats RE: Island County's Stewards program.

*10/03/01 notes*

The notes from the 10/03/01 Clark County Clean Water Commission meeting were approved as written.

Mr. Rowell: At the last meeting the Clean Water Commissioners thought it would be appropriate to recognize people within the community that are promoting the protection of water resources in Clark County. Clark County Staff will put together a list of those citizens and the Commissioners can choose whom they wish to recognize.

Mr. Agard: How often will we do this?

Mr. Stubbs: It should be done as often as needed. The award should include notification to the newspapers and to the recipient's employer.

Mr. Agard: I'd like us to set up some criteria for nomination.

Mr. Steinke: We should also include businesses that are going above and beyond the call of duty.

Mr. Kemper: Let's come prepared to discuss criteria and names for nomination at the December meeting.

#### *Updates/Communications from the public/media/agencies*

Mr. Rowell: We are continuing to receive calls from people wanting to know about the clean water program and there are still people who are appealing their clean water fee bill.

Mr. Rowell: We along with the NPDES Phase 1 permittees (King, Pierce, and Snohomish counties, the cities of Seattle and Tacoma, and Washington Department of Transportation) have been meeting with the Washington Department of Ecology to review and make changes to their internal review draft NPDES Phase 1 permit. Ecology anticipates having a draft permit out for public review this December at which point this Commission will have a chance to review it and make comments. This will be the permit that we adhere to for stormwater management over the next five years.

Mr. Kemper mentioned that he wanted to send the Commissioners copies of last month's newsletter from the Building Industry Association of Washington, as there were articles of interest.

#### **Public Input**

There was no public input.

#### **Overview of Fund 4420**

Mr. Greg Kimsey, Clark County Auditor was introduced. Mr. Kimsey explained that they are in the early stages of conducting a performance audit on the clean water program.

Mr. Kimsey: There is a formal process to decide who gets audited. It starts with a level of interest by the general public, which is this case in this situation or by someone in the county government. An Audit Oversight Committee, consisting of a County Commissioner a citizen a non-voting member and myself reviews and ranks the various projects.

There are two areas that we will focus on during the audit:

1. We want to make sure that the administrative process is in place and accountable to the public.
2. We want to make sure we have the tools to measure whether the mission that has been established for this program can be reached in the future.

Mr. Bourlet: How many county offices do you audit each year?

Mr. Kimsey: Over the course of a year the Auditor's Office is involved in most all departments in the County. Not all of which are complete audits.

Mr. Kimsey introduced two staff that will be highly involved in the audit, Linda Bade, Manager of the Department and Linda Eki, Senior Internal Performance Auditor.

Ms. Eki spoke to the Clean Water Commissioner's about the audit process and the steps they will follow. The timeline of the audit will proceed as follows:

- Planning phase - in process.
- Fieldwork - to be completed in January 2002.
- Final report – to be completed early spring 2002.

Ms. Eki: We will be focusing on two aspects of the program, funding and activities. However, we will not be looking to see if the water is cleaner or, if you are making progress toward the goal of sustainable water-body health.

Ms Eki: The first objective will be to determine whether the clean water program fee assessments are computed and invoiced in accordance with County ordinances. We will select a sample of land parcels from the GIS database of all the fee types and compare them with the Assessors database and then manually compute the fee. We will be able to look at the accuracy of the billing system as well as the accuracy of the customer database. We will also look at new developments and how they are input into the GIS database.

Mrs. Martin: How many samples will you do?

Ms. Eki: I haven't determined that at this point.

Mr. Agard: In the past we have had quite a few complaints from the gravel manufacturers, can you include one of them in your sample?

Mr. Eki: Yes.

Mr. Ek: What kind of errors do you expect to find and what kind of independent verification will you need to do to find these errors?

Ms. Eki: We will be looking for variations between the GIS and Assessors databases. The goal is to determine the accuracy of the systems to see if the assessments are fair and if they are being computed and invoiced correctly. We also want to determine whether we are billing everyone that we should be?

Mrs. Rasmussen: When you look at the fee structure will you take into consideration our new incentive process?

Ms. Eki: Yes we will.

Ms. Eki: The second objective will be to assess the effectiveness and timeliness regarding collection procedures for delinquent clean water fees. We will be looking to see if the Treasurer's Office is following their own established collection procedures.

Ms. Eki: The third objective will be to evaluate the monitoring process and tracking systems for accountability. We will be looking at the activities and accomplishments for the years 2000 and 2001 then trace them through the general ledger. The idea will be to determine how much did those activities or accomplishments cost? We will also be talking to staff who are doing the work and asking them about program accountability.

Mr. Ek: Your source of information will be from the staff?

Ms. Eki: The source of information will be from documentation prepared by staff.

Ms. Eki: The fourth objective refers to productivity savings in regards to communication and workflow.

Mr. Stubbs: Who is the final audit report for?

Mr. Kimsey: The audit report will be presented to the Audit Oversight Committee. Staff will also have an opportunity to review draft reports and provide feedback.

Mr. Bourlet: Can this Commission receive a copy of the draft report?

Ms. Bade: There is a limited time frame in which to receive comments and prepare a final audit report. Earl will be the liaison to this Commission and will update you on the audit process.

Mr. Stubbs: Are we being billed for this audit?

Mr. Kimsey: No, this audit is being conducted under the auspices of the Auditor's Office and to the Audit Oversight committee. It would bring up the question of independence if we were to bill you for the audit.

Mr. Kemper: This Commission would like to be updated in the auditing process.

Mrs. Martin: This has been a learning process for all of us and we are eager for any information especially if it will help us as a Commission.

Mrs. Rasmussen: Will you be comparing and contrasting with other agencies our size throughout the state?

Ms. Eki: This is not that kind of a performance audit.

Mr. Kimsey: You are never able to find another agency that is absolutely comparable so you end up making adjustments and in the end you find out that it's is not really comparable at that point.

Mr. Agard: I would like to see the Treasurer's Office get us some up to date numbers. We get billings that are six months late.

Ms. Eki: I will check into that.

Ms. Bade: To wrap up, this is an objective process. We need to be objective in order for it to be a good audit. We will be following the generally accepted government auditing standards to the best of our abilities. Throughout this audit process there will be opportunities for you to give us feedback and for us to give you feedback even if it's through Earl. You can reach any us if you have any questions or comments, your input is important.

### **2001 CWC Annual Report Work**

Mr. Rowell: I would like to start putting together a framework of what you would like in the Annual Report.

Mr. Bourlet: I think our report should reflect the work of this Commission, not the work Earl does.

Mr. Agard: I agree, I think last year we were formulating what we were doing. I'd like to ask how many water tests have we done?

Mr. Ek: Hopefully before the meeting is over we will get an update from staff. We need to report that this Commission is concerned about the amount of testing being done. We need to define what our role is separate from that of the staff.

Mr. Ek: I think our report should be as truthful as we can make it, warts and all. This Commission failed miserably in the incentives program, we did a tremendous amount of work and the staff shot it down. The annual

report should reflect reality. I think our annual report should have an extensive section about our consultant, he was good and kept the discussion focused but the bottom line is we are no farther ahead by his services.

Mr. Rowell: You might also think of your annual report as a reflection of where you have been and what you hope to accomplish in 2002.

Mr. Bourlet: Over the last year I have been very adamant about education, I am not any more. I think we have spent a lot of money and have gotten little in return. I think we would be better off if we take the money and put into testing the water. If we need to take money from education we should do that.

Mr. Ek: I think staff is another area of concern, I've seen two years of empire building and no water is getting tested.

Mr. Rowell: Item 6 in your packet of material talks about the monitoring and testing that is occurring and it also shows a link between monitoring-testing and education. If we separate monitoring-testing and education we may be short-circuiting ourselves. There is information that is being collected and put into a database called nature mapping and/or Watch Over Washington.

Mr. Rowell: My recommendation is not to push the Watershed Stewards aside and not get rid of education. Let's see how we can best utilize them.

Mr. Agard: I have to look at it as if I'm evaluating it for my neighbors. I have to look at the best way to utilize their clean water fee dollars.

Mr. Bourlet: I have a concern about the county setting up a large testing facility. I believe, and my neighbors believe, that the county needs to set the criteria and groundwork but to hire an outside agency to do the work. It seems to me that in the long run it will cost less money.

Mrs. Martin: It would be interesting to look at other counties who have hired outside agencies.

Mr. Agard: Will our permit be the same as other county permits?

Mr. Rowell: That is what Washington Department of Ecology would like, but there will be exceptions in each county to tailor the permit to their specific needs.

### **Overview of Education Subcommittee**

Mr. Stubbs provided an update on the Education Subcommittee.

Some of the issues we have been discussing are:

- Working with the City of Portland in a regional effort to develop a certification program for local landscapers;
- Meeting with vendors of oil/water separators to encourage them to offer on-going maintenance of the separators to their customers;
- Develop an incentives program for Clark County car wash businesses;
- Fred Meyers stores to promote natural gardening and post information on fertilizers and pesticides;
- Green Business program certification for businesses using environmentally friendly practices and products; and
- Green Meadows Neighborhood survey and education program.

### **Other Topics**

Mr. Agard: I would like to see an up to date budget report.

Mr. Rowell: We are trying to revise our budget so that it makes the most sense. The original 2001-2002 budget was made of estimates, now we are trying to better define where those dollars are needed. By the end of this month I will be able to provide you a better-detailed budget report. [I would like to go over the budget in more detail at the January 2, 2002 CWC meeting.]

Mr. Ek: I'm uncomfortable with the idea of staff adjusting budget numbers without having this Commission's input.

Mr. Agard: We knew that the first year's budget would be made up of estimates, that is why I've been trying to get our budget reports up to date so that we could track one year's operation. This Commission was completely left out of the budget process last year because we didn't know how much we would be spending. I think we need to narrow the numbers on next year's budget closer, and I don't feel comfortable doing that without being able to see some reports.

Mr. Ek: What is driving the budget numbers?

Mr. Rowell: We are reallocating dollars where they are needed the overall budget is the same.

Mr. Agard: I would like to see more detailed up to date budget reports. Last year we were promised that we would have reports that were no later than 60 days out not 6 months out.

Mr. Kemper: This will all clear up in the next few months when the auditor's report comes out and when we get the new budget numbers. We are getting information as timely as possible.

#### **Next Meeting (December 5, 2001)**

- The next Clark County Clean Water Commission meeting will be held on, Wednesday, December 5, 2001.
- Steve Prather, Clark Public Utilities, to give a presentation on their monitoring program.
- Gary Bock will provide a third quarter report on the Watershed Stewards Program.
- Sam Giese will give a Capital Improvements Program update.
- Election of officers for 2002.
- Work Session with the BOCC.
- Annual Report.

#### **Adjourn**

Mr. Kemper adjourned the Clean Water Commission meeting at 8:30 p.m.

#### **Looking Ahead**

BOCC Quarterly work session on 12/12/01, 10:00-11:00 AM, BOCC Hearing Room.

January 2, 2002 CWC Meeting

- Work on 2003-2004 budget.
- 2001 Annual Report

*Respectfully submitted by Kelli Frost*

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